



THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

V A C A N C Y

Since 1990, the United States Agency for International Development has been partnering with Namibia to end extreme poverty and to promote resilient, democratic societies while advancing our security and prosperity.

The US President's Emergency Plan for AIDS Relief (PEPFAR) is the largest commitment ever by a single nation toward an international health initiative - a comprehensive approach to combating HIV around the world. PEPFAR employs a diverse prevention, treatment, and care strategy, with an emphasis on transparency and accountability for results. In addition to providing an unprecedented commitment of resources, PEPFAR demands a new, results-oriented way of doing business, with high levels of accountability, establishment of measurable goals, and funding decisions based on performance toward these goals.

USAID is seeking an energized and innovative Namibian to join its team of development specialists. In collaboration with the Government of Namibia and other public and private organizations, the USAID oversees and implements PEPFAR development activities within the country. This position requires that the applicant be highly motivated and able to work in a fast-paced environment.

Program Development Specialist (Finance and Budget) (FSN-10)

The incumbent will be responsible for, but not limited to the following duties:

A. Financial Administration: 60%

1. Maintain current Health Office obligation schedule for office agreements including tracking of budget data, pipeline expenditures and future budgetary needs on each agreement funded through the office. Provide analysis and presentation of finances with recommendations for program implementation. Support formulation of budget plans and reports. Coordinate financial monitoring of all projects. Develop budget analysis for new activities.
2. Summarize quarterly accruals, obligations, expenditures, and projections for each grant and contract. Prepare accrual reports for agreements.
3. Collect finance-related information and respond to queries from USAID/Washington or State Department's Office of the Global AIDS Coordinator. Track accrued expenditures against obligations.
4. Prepare donation certificates and follow the clearance and proper delivery of commodities procured by cooperating agencies and the host government.
5. Assure follow-up of payments and vouchers with the government of Namibia and appropriate record keeping.
6. Serve as the Health Office point person for program and financial audits.
7. Assist with close-out actions for agreements/contracts.

B. Expenditure Analysis: 20%

1. Serve as point of contact for Expenditure Analysis (EA) related activities with implementing partners; ensure accurate and timely EA reporting.
2. Support implementing partners to complete analysis and reporting requirements, including EA; highlight areas to improve efficiency and alignment of future investments to program needs; estimate resources needed to support programs in the future; facilitate understanding of unit expenditures.
3. Present partner and agency EA performance; lead inter-agency team analysis of EA data to improve decision making.

C. Project Development Assistance: 20%

1. Coordinate Health Office program finance activities. Serve on Agreement Management Teams
2. Serve as a “super user” for the Global Acquisition and Assistance System (GLAAS). Oversee harmonization of program processes with financial systems; help Office maintain accountability for budgets.
3. Serve as point person for preparing Country Operational Plan budgets for implementation mechanisms, pipeline analysis and management & operations, financial reports, data collection, analysis and reporting.
4. Liaise with counterparts within the Ministry of Health and Social Services, Ministry of Gender, other ministries and the National Planning Commission to complete reporting requirements.
5. Develop project-specific documents, such as Implementation Letters, waivers, modifications, non-competition justifications, project updates and quarterly reports. Track clearance process of financial and program documents and resolve problems that arise.
6. Serve as Agreement/Contracting Officer Representative for contracts or grants as delegated by the Agreement/Contracting Officer.
7. Represent USAID on USG interagency technical teams and partner country national HIV response coordination structures.
8. Participates in meetings defining objectives, performance, procurement, project design and reports.
9. Draft correspondence to contractors, the host government and other donors.

Required minimum qualifications:

1. A bachelor's degree, preferably in economics, business administration, finance, or related field.
2. Five+ years progressively responsible financial experience in administration, development assistance, organizational management or related work in a public, non-governmental organization, international organization or similar.

Required knowledge, skills and abilities:

1. Detailed knowledge of financial management principles, contract management and administration.
2. Expert skills in computer applications used for financial management, accounting, statistical analysis and budgeting.
3. Experience in the collection, analysis and presentation of budget, financial, and program data as well as program implementation management and cost /expenditure analysis
4. Fluent written and spoken English
5. Ability to develop and maintain working-level contacts in public and non-governmental organizations.
6. Good organisational and management skills, strong analytical and research skills, good social and professional judgement, excellent interpersonal skills in cross-cultural and multi-level settings;
7. Demonstrated experience in leading discussions and meetings.

Interested applicants should submit the following **by e-mail only** to the attention of the Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a signed cover letter expressing interest in the position; (2) a completed DS-174; and (3) current CV.

DS-174 forms are available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **17:00 p.m. (local Windhoek time), February 29, 2016**. **Subject line of the email MUST read: “Program Development Specialist (Finance and Budget)”**, **Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted.** Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>.